



**CITY OF BEAVERTON**  
Community Development Department  
Planning Division  
4755 SW Griffith Drive  
PO Box 4755  
Beaverton, OR. 97076  
Tel: (503) 526-2420  
Fax: (503) 526-3720  
[www.beavertonoregon.gov](http://www.beavertonoregon.gov)

**OFFICE USE ONLY**

**FILE #:** \_\_\_\_\_  
**FILE NAME:** \_\_\_\_\_  
**TYPE:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_  
**FEE PAID:** \_\_\_\_\_ **CHECK/CASH:** \_\_\_\_\_  
**SUBMITTED:** \_\_\_\_\_ **LWI DESIG:** \_\_\_\_\_  
**LAND USE DESIG:** \_\_\_\_\_ **NAC:** \_\_\_\_\_

## DEVELOPMENT APPLICATION- PARKING DETERMINATION

PLEASE SELECT THE SPECIFIC TYPE OF PARKING DETERMINATION FROM THE FOLLOWING LIST:

- ☐ TYPE ONE USE OF EXCESS PARKING ☐ TYPE TWO PARKING REQUIREMENT DETERMINATION
- ☐ TYPE TWO SHARED PARKING

**APPLICANT:** Use mailing address for meeting notification.

Check box if Primary Contact

**COMPANY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_  
(Original Signature Required)

**APPLICANT'S REPRESENTATIVE:**

Check box if Primary Contact

**COMPANY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_  
(Original Signature Required)

**PROPERTY OWNER(S):** Attach separate sheet if needed.

Check box if Primary Contact

**COMPANY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_  
(Original Signature Required)

### PROPERTY INFORMATION (REQUIRED)

**SITE ADDRESS:** \_\_\_\_\_  
**ASSESSOR'S MAP & TAX LOT #** **LOT SIZE** **ZONING DISTRICT**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AREA TO BE DEVELOPED (s.f.):** \_\_\_\_\_  
**EXISTING USE OF SITE:** \_\_\_\_\_  
**PROPOSED DEVELOPMENT ACTION:** \_\_\_\_\_  
**PRE-APPLICATION DATE:** \_\_\_\_\_



## **PARKING DETERMINATION SUBMITTAL CHECKLIST**

### **WRITTEN STATEMENT REQUIREMENTS- REQUIRED FOR ALL PARKING DETERMINATION APPLICATIONS**

- ☐ **A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- ☐ **B. CHECKLIST.** Provide **one (1) completed** copy of this three (3) page checklist.
- ☐ **C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the determination request. In the written statement, please:
- ☐ Address all applicable provisions of Chapter 20 (Land Uses) relating to the type of land use for which a parking determination is requested.
  - ☐ Address all applicable provisions of Section 60.30 (Off-Street Parking).
  - ☐ Provide individual findings specifically addressing how and why the proposal satisfies each of the approval criteria specified in Section 40.55.15.1.C.1-6 (Parking Requirement Determination), Section 40.55.15.2.C.1-10 (Shared Parking), and Section 40.55.15.3.C.1-6 (Use of Excess Parking), of the City's *Development Code* (ORD 2050), attached.
  - ☐ Provide information on the total gross floor area of all on-site buildings and structures, the total number of employees, the hours of operation, maximum number of employees per shift, and the potential customer volume. If more than one type of operation exists or is proposed for the project site, please specify the information requested above for each use.
- ☐ **D. FEES**, as established by the City Council. Make checks payable to the City of Beaverton.
- ☐ **E. SITE ANALYSIS INFORMATION:**
- |                                                                       |                                                                  |
|-----------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Proposed parking modification: _____ sq. ft. | <input type="checkbox"/> Existing building height: _____ ft.     |
| Proposed number of parking spaces: _____                              | Proposed building height: _____ ft.                              |
| Proposed use: _____                                                   | Existing building area: _____ sq. ft.                            |
| Parking requirement: _____                                            | Proposed building modification: _____ sq. ft.                    |
| <input type="checkbox"/> Existing parking area: _____ sq. ft.         | <input type="checkbox"/> Existing landscaped area: _____ sq. ft. |
| Existing number of parking spaces: _____                              | Percentage of site: _____ %                                      |
|                                                                       | Proposed landscape modification: _____ sq. ft.                   |
|                                                                       | Percentage of site: _____ %                                      |
- ☐ **F. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)**  
Provide a copy of the pre-application conference summary as required by the City's *Development Code* Section 50.25.1.E. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.

- ☐ **G. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or [WierckA@CleanWaterServices.org](mailto:WierckA@CleanWaterServices.org)

## PLANS & GRAPHIC REQUIREMENTS –

### REQUIRED FOR ALL PARKING DETERMINATION APPLICATIONS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of **24" x 36"**. Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

### ***Include all of the following information:***

- ☐ **B. DIMENSIONED SITE PLAN (*Required only if site specific*):**
- ☐ 1. North arrow, scale and date of plan.
  - ☐ 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
  - ☐ 3. Points of access, interior streets, driveways, and parking areas.
  - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.  
Demonstration, if applicable, of the location of shared off-street on an abutting property within 200 feet of the use that the shared parking is intended to serve.
  - ☐ 5. Proposed right-of-way, dedications and improvements.
  - ☐ 6. Dimension from centerline to edge of proposed right-of-way.
  - ☐ 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
  - ☐ 8. Location of storm water quality/detention facilities.
  - ☐ 9. Boundaries of development phases, if applicable.
  - ☐ 10. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
  - ☐ 11. Sensitive areas, as defined by CWS standards.
  - ☐ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

***Note: Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.***

***I have provided all the items required by this three (3) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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# **TYPE 2 PARKING REQUIREMENT DETERMINATION - APPROVAL CRITERIA**

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**PER 50.25.1.B, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for a Parking Requirement Determination shall address compliance with all of the following Approval Criteria as specified in 40.55.15.1.C.1-6 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Parking Determination application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The determination is consistent with Title 2 of Metro's Urban Growth Management Functional Plan.
- ☐ 4. The determination will not create adverse impacts, taking into account the total gross floor area, number of employees, potential customer volume, and the hours of operation of the use.
- ☐ 5. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



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### **TYPE 2 SHARED PARKING - APPROVAL CRITERIA**

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**PER 50.25.1.B, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for Shared Parking shall address compliance with all of the following Approval Criteria as specified in 40.55.15.2.C.1-10 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Shared Parking application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The location of the shared off street parking is on an abutting property and is within 200 feet of the subject use in which the shared parking is intended to serve, except in Multiple Use zoning districts where the location may be at any distance.
- ☐ 4. If multiple properties are involved, the owners of each of the properties has agreed to the shared parking by entering into a shared parking agreement.
- ☐ 5. The time of peak parking demand for the various uses located on the subject properties occur at different times of the day.
- ☐ 6. Adequate parking will be available at all times when the various uses are in operation.
- ☐ 7. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both required by the applicable provisions of Chapter 60 (Special Requirements) are provided or can be provided in rough proportion to the identified impact(s) of the proposal.
- ☐ 8. There are safe and efficient vehicular and pedestrian circulation patterns within the boundaries of the site.
- ☐ 9. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 10. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



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# **TYPE 1 USE OF EXCESS PARKING - APPROVAL CRITERIA**

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**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for Use of Excess Parking shall address compliance with all of the following Approval Criteria as specified in 40.55.15.3.C.1-6 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Use of Excess Parking application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 4. Excess parking accounts for a minimum of 20% of the required parking for all uses of the site.
- ☐ 5. Excess parking has existed for the previous 180 days.
- ☐ 6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.